

Team Management



RECAP

Importance of Leadership Communication Skills

Time Management

6 QUALITIES/SIGNS OF A LEADER

1. ABILITY TO ANALYZE

- ANALYZE PEOPLE / SITUATION / ETC

2. ABILITY TO TAKE INITIATIVES

- PRESENT IDEAS / DISCUSS IDEAS / BUILD TEAMS

3. COURAGE

- IN SITUATIONS OF FEAR, BEHAVE NORMAL
- SPEAK UP AND EXPRESS IDEAS BOLDLY
- SPEAK THE TRUTH IN THE FACE OF A TYRANT
- CRITICISM → ANALYZE (RIGHT/WRONG)
→ SPEAK UP

4. BEING SERIOUS (DISCIPLINED)

- PART OF ACTIVITIES
- CLUBS / HOBBIES
- READING HABIT (READERS ARE LEADERS)
- TIME MANAGEMENT (BUSY PEOPLE)

5. AMBITIOUS

- AIMS FOR HIGHER OBJECTIVES / GOALS
- WANTS TO LEAVE A LEGACY
- REALISTIC DREAMERS

6. LEADERSHIP ENVIRONMENT

- RICH FAMILY / HIGHER STRATA OF THE SOCIETY
- BETTER EDUCATION / BETTER OPPORTUNITIES / EXPOSURE
- ACTIVIST FAMILIES

1. Active Listening
2. Clear & Concise Communication

TIME IS LIFE



Team Management



WHAT IS TEAM MANAGEMENT ?

TEAM MANAGEMENT IS A MANAGER'S ABILITY TO ORGANIZE AND COORDINATE TEAM MEMBERS TO EXECUTE TASKS AGAINST A COMMON GOAL.

Truly understand the difference between
Involve -Vs- Informed



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Effective Team
Management
Skills

 1. Communicate openly and transparently

 2. Set clear team goals.

 3. Provide feedback regularly.

 4. Delegate tasks.

 5. Manage time.

 6. Settle team issues.

 7. Create Positive Team culture

 8. Build Personal Relationship & Trust

 9. Promote Team collaboration

 10. Celebrate Team Success

1. Communicate openly and transparently.

1. Keep your team **informed about the Nasbul Ain** and your team's goals and targets.
2. **Clarify each one's tasks** and project deadlines, and make that information available to the entire team.
3. **Open and transparent communication** boosts motivation, satisfaction.
4. Make sure **everyone has understood** your point clearly.



2. Set clear team goals.

1. Your team and you cannot have different team goals.
2. Keep goals clear and visible.
3. Incase of multiple tasks, prioritize them by 4 Quadrant Principle.
4. Keep track of progress. Measure and monitor the progress frequently.
5. Take Team's advise to keep them motivated and involved.



3. Provide feedback regularly.

1. **Continuous improvement** is a pillar of any success.
2. **Take Team's feedback** and try to make the team's job easier and the work environment healthier.
3. **Appreciate your team** member's contribution to the team.
4. It's an excellent strategy for **improving team performance**, **building trust**, and **boosting confidence**.

Team Engagement (Tanzeemi)

- Meeting Arrangement / task assignments
- Scheduling with objectives
- Making Agenda
- MoM & Action Points with deadlines
- Follow-up etc...



4. Delegate tasks.

Key = Proper Utilization of Resources

1. A good leader is one who sees positive traits of his team members & invest in them.
2. Assign tasks and responsibilities to those who are capable.
3. This is exactly what Mohammed SAS did with his companions.
4. Else, increase the Caliber/Potential of your team by giving them trainings (IC, AL, MT, SC, etc..).
 - 1) Bilal ibne Rabah – voice – Moaazine Rasool SAS
 - 2) Hassan bin Thabith – Poetry – Poet of the Rasool SAS
 - 3) Abu Ubaydah bin Jarrah – Ameenul Ummah – Protector of Ummah
 - 4) Hamza bin Abdul Muttalib – AsaduAllah – Lion of Allah SWT
 - 5) Khalid bin Waleed – SaifuAllah – Sword of Allah SWT
 - 6) Abu dhar al Ghaffari RA refused to give administrative



Example

5. Manage time.

1. Effective team leaders are **outstanding at managing time.**
2. **Leaders prioritize tasks**, so each team member knows what to do first.
3. Plan the **time to spend on each task** for the best team management strategy.
4. **Make accurate time estimates** for each task assigned to your team member.
5. **Compare** the teams **Actual time taken Vs Your time estimate allotted** to know your team member's efficiency for future use.



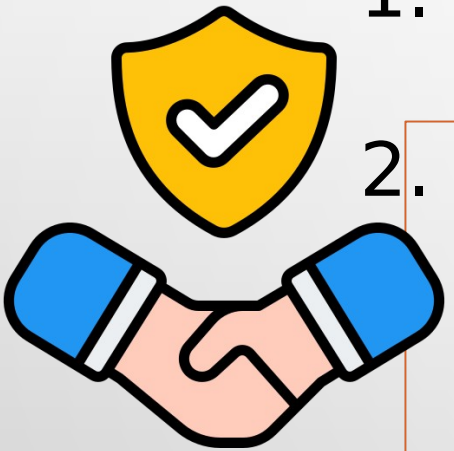
6. Settle team issues.

Step-1: Team members must think you love him the most **How?**

إِنَّمَا الْمُؤْمِنُونَ إِخْوَةٌ

1. Islam emphasizes on sincere love for Muslim brother.

2. All working for the same goal. فَبِمَا رَحْمَةٍ مِّنَ اللَّهِ لِنْتَ لَهُمْ وَلَوْ كُنْتَ فَظًّا غَلِيظَ الْقَلْبِ لَأَقْبَضُوا مِنْ حَوْلِكَ فَاعْفُ عَنْهُمْ وَاسْتَغْفِرْ لَهُمْ وَ شَاوِرْهُمْ فِي الْأَمْرِ فَإِذَا عَزَمْتَ فَتَوَكَّلْ عَلَى اللَّهِ إِنَّ اللَّهَ يُحِبُّ الْمُتَوَكِّلِينَ



ایہ پیغمبر ﷺ کی بڑی رحمت ہے کہ تم ان لوگوں کے لیے بات نرم مزاج واقع ہوئی ہو ورنہ اگر کہیں تم ٹند خواور سنگ دل ہوتے تو یہ سب تمہارے گرد و پیش سے چھٹ جاتے، ان کے قصور معاف کر دو، ان کے حق میں دعائے مغفرت کرو، اور دین کے کام میں ان کو بھی شریک مشور رکھو، پھر جب تمہارا عزم کسی رائے پر مستحکم ہو جائے تو اللہ پر بھروسہ کرو۔ (Aye Paighambar (saw), yeh Allah ki badi rehmat hai ke tum un logon ke liye bahut naram mizaj waqae hue ho. Warna agar kahin tum tund kho aur sangdil hote to yeh sab tumhare گرد و پیش سے chat jaate, Inke khusoor maaf kardo, inke haqq me dua-e-maghfirat karo aur deen ke kaam me inko bhi Shareek-e-mashwara rakho. Phir jab tumhara azm kisi rae par mustahkam hojaye to Allah par bharosa karo Allah ko woh log nasand hai jo usi ke bharose par kaam karte hai. (Surah Aal-e-Imran

6. Settle team issues.

Step-1: Team members must think you love him the most
How?



• Soft hearted

نرم مزاج

• Forgive Mistakes

قصور معاف کرنا

• Pray for Forgiveness

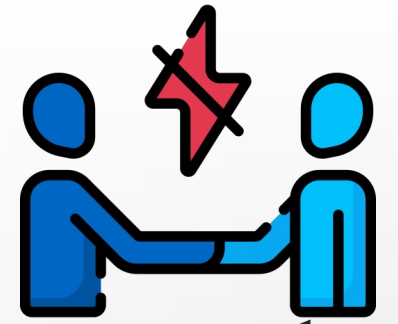
دعا ۾ مغفرت کرنا

• Consultation

مشورہ ۾ کرنا

6. Settle team issues.

Step-2: Conflict Resolution



1. Dialogue and mediation (Hujarat - 9)

اور اگر مسلمانوں کے دو گروہ آپس میں لڑ پڑیں تو ان کے درمیان مصالحت کرائو پس اگر ان میں سے ایک دوسرے پر تعدی کرے تو اس سے جنگ کرو جو تعدی کرے تاکہ وہ اللہ کے فضل کی طرف رجوع کرے پس اگر وہ رجوع کرے تو ان کے درمیان عدل کے ساتھ مصالحت کرا دو اور ٹھیک ٹھیک انصاف کرو بیشک اللہ انصاف کرنے والوں کو محبوب رکھتا ہے

2. Arbitration (Nisa - 35)

ور اگر تم میں میان بیوی کے درمیان افتراق کا اندیشہ ہو تو ایک پنچ مرد کے لوگوں میں سے مقرر کرو اور ایک پنچ عورت کے لوگوں میں سے اگر دونوں اصلاح کے طالب ہوئے تو اللہ ان کے درمیان سازگار کرے بیشک اللہ علیم وخبیر ہے

3. Justice & Fairness (Maaida - 8)

ایمان والو، عدل کے علم بردار بنو، اللہ کے لیے اس کی شہادت دیتے ہوئے، اور کسی قوم کی دشمنی تم میں سے بات پر نہ ابھارے کہ تم عدل نہ کرو عدل کرو یہی تقویٰ ہے قریب تر ہے اور اللہ سے ڈرتے رہو اللہ جو کچھ تم کرتے

Example

1. Gazwae banu mustaliq me muraisa kuwen ka waqia. Umar RA ka gulam Jahjae Giffari with Sinan Juhani Ansari Sahabi
2. Sulah hudaibiyaka waqia

7. Create Positive Team culture

1. Don't let anyone spoil the spirit of the unit.
2. Don't let anyone create negativity within the team. Keep an eye and personal relationship with everyone.
3. If anyone is feeling bad, counsel him one-to-one.

Creating Positive team Culture RESULTS in....

1. team focuses on the Organizational behavior (Tanzeem).
2. Dedicate themselves to the assigned tasks.
3. Maintains Discipline and punctuality



8. Build Personal Relationship & Trust

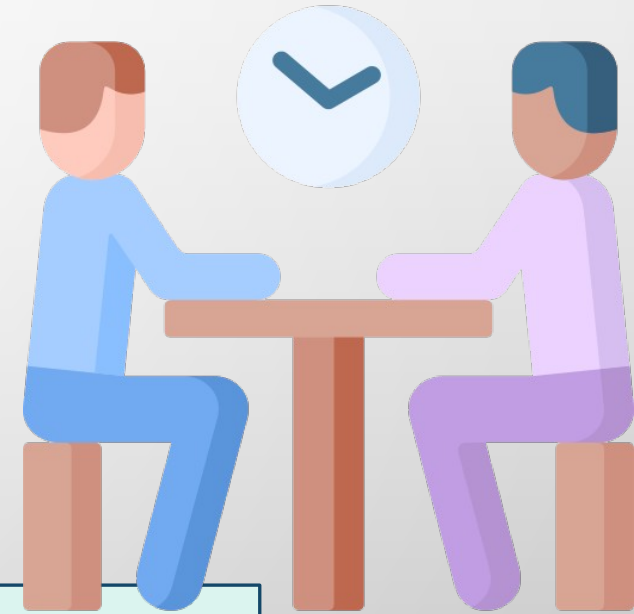
Individual Team Meet

Firstly

1. Have One-to-One informal meetings on tea or dinner.
2. You must know their immediate family members wife, kids, parents, brothers and sisters.
3. What your team mate job is and how comfortable he is in his job.

Secondly

4. What are his challenges he is facing and his 1. How you can help him ambitions to grow further.
challenges
2. If you cannot help him directly, can you find some one who can



9. Promote Team collaboration

1. Collaborative teams get more things done faster and with less drama.
- Team members who brainstorm together and help each other are happier at work.
3. Happiness ignites their productivity and makes them feel safe about sharing problems.



Nateej
a

Your team members find creative solutions to overcome challenges faster and more efficiently.

10. Celebrate Team Success

1. Recognize the effort and outcomes of their team members.
2. Team members must feel appreciated to keep their motivations high.
3. Make time to celebrate your team's achievements.
4. Dedicate a slot in your agenda to praise their results in the Tanzeemi Program.
5. Celebrate individual and personal life achievements in the team.
6. Make your team members feel each other as family members



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9. Promote Team collaboration



10. Celebrate Team wins